



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE COORDINATOR
3	Posting Number	PN # 106927
4	Department	Municipal Courts Administration
5	Division	Administrative Services
6	Section	
7	Reporting Location	1400 Lubbock and/or 611 Walker, 3 <sup>rd</sup> Floor
8	Workdays & Hours	All Shifts, days, and holidays* <div>*Subject to change</div>
9	<b>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</b> Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of the department. Duties may include coordinating department's financial operations including budget planning, integration and oversight, project cost analysis, expenditure control and accounting procedures. Supervising, training and evaluating staff. Prepares, edits and revises department correspondence and procedure manuals. Plans, initiates and implements programs and services to meet the immediate and long range needs of the department. Assist the department in the effective discharge of responsibilities by furnishing analyses, recommendations and information on department activities and programs reviewed. Attends meetings as representative of the department and acts as liaison on matters involving other departments. Participates in special projects as assigned by the department head. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	<b>WORKING CONDITIONS</b> General office setting.	
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.	
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Five (5) years of administrative experience are required. Professional administrative experience may be substituted for the education requirement on a year-for-year basis.	
13	<b>MINIMUM LICENSE REQUIREMENTS</b> None	
14	<b>PREFERENCES</b> Prior Municipal Courts experience. Experience organizing, tracking and preparing legislative analyses. Litigation experience. Strong analytical skills and highly proficient with Windows and Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc) Experience working for executive level management, handling confidential information.	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None. However, the department may administer and the applicant must successfully complete a computer skill assessment	
16	<b>SAFETY IMPACT POSITION</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 24</div> <div>\$1,419 - \$2,502 Biweekly                      \$36,894 - \$65,052 Annually</div>	
18	<b>OPENING DATE</b>	September 21, 2005
19	<b>CLOSING DATE</b>	September 27, 2005
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> The Human Resources Department TDD phone number is (713) 837-9471. <div>An equal opportunity employer</div>	